

## Generic Activity Form for New Hampshire Professional Geologists

### Certificate of Continuing Education Activities

(As per section Geo 403.07 of the New Hampshire Code of Administrative Rules)

Type of Activity: (oral presentation) (field trip) (facility tour) (workshop) (conference)  
(other – describe) \_\_\_\_\_

Sponsoring organization: \_\_\_\_\_

Address (of sponsoring organization): \_\_\_\_\_

Location of activity: \_\_\_\_\_

Instructor's or speaker's name and title: \_\_\_\_\_

Signature of Instructor: \_\_\_\_\_ or an officer of the sponsoring  
organization: \_\_\_\_\_ Date: \_\_\_\_\_

Number of continuing education hours earned: (see below): \_\_\_\_\_

Notes:

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The following is also available at:

<http://www.state.nh.us/jtboard/georules.htm#geo400>

Geo 403.05 Continuing Education Requirements. Continuing education activities shall meet the following criteria

- (a) Continuing education activities shall be relevant to the practice of geology or no credit shall be awarded. Such continuing education activities may include technical, ethical, or managerial content;
- (b) The content of each activity shall be well organized and presented in a sequential manner;
- (c) The activity shall be led by persons who are qualified by education or experience and monitored by the sponsoring organization; and
- (d) There is a provision for individual participant registration which shall include information required for record keeping and reporting.

Geo 403.06 Continuing Education Activity Hours. Hours for continuing education activities shall be awarded as follows:

- (a) A maximum of 2 continuing education hours per year shall apply to activity on a state or national board of licensure;
- (b) Courses/programs awarded one or more college semester credit hours, with a passing grade where grades are issued, shall equal 15 continuing education hours per credit hour based on course credit established by the college or university;

(c) Courses/programs awarded one or more college quarter hours, with a passing grade where grades are issued, shall equal 10 continuing education hours per credit hour based on course credit established by the college or university;

(d) Courses/programs awarded one or more continuing education units by the course sponsor, with a passing grade where grades are issued, shall equal 10 continuing education hours per CEU;

(e) One hour of credit shall be awarded for each hour of continuing education in course work, seminars, or professional technical presentations made at meetings, conventions, or conferences for each hour of attendance;

(f) Field trips organized and run by professional and/or technical societies or in conjunction with meetings, conventions, or conferences shall be awarded one continuing education hour for each hour of duration, up to 8 continuing education hours per day.

(g) Teaching or instructing qualifying courses or seminars or making presentations at technical meetings shall earn continuing education hours at a rate twice that of participants. Teaching credit shall be valid for teaching a course or seminar for the first time only. Teaching credit shall not apply to full-time faculty teaching courses that are part of their normal teaching load;

(h) Each professional journal article, published paper, published geological map, or published geology text book shall equal 16 continuing education hours;

(i) Active participation in professional or technical societies shall equal one continuing education hour per year and shall require that the licensee serve as an officer and/or actively participate in a committee of the organization. Continuing education hours shall not be earned until each year of service is completed and shall be limited to 2 continuing education hours per organization, with a maximum of 4 continuing education hours per renewal period;

(j) Continuing education hours shall not be awarded for any repeat activity attended or completed.

#### Geo 403.07 Record Keeping.

(a) Maintaining records to be used to support continuing education hours claimed shall be the responsibility of the licensee.